

2 December 1968

STATINTL

MEMORANDUM TO: Mr. [REDACTED]

(Microfilm)

SUBJECT : Request for Cable Information

1. Attached is a copy of a memorandum received from the Office of the Cable Secretariat requesting that I provide information from DDS offices, pertaining to reference service requirements and retention period for cables. The information that you provide will assist the Cable Secretariat in evaluating the present retention period for cables as well as determining the means (microfilm or paper copy) of maintaining the reference file.

2. As the results of this study (microfilm versus hard storage copy) will have an effect on storage space in the the Records Center, I would like to provide Mr. [REDACTED] with the answers as soon as possible. I would appreciate receiving your reply by 17 December.

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[REDACTED]  
DDS Records Administration Officer

Attachment: